# Online Catering Order Form

| Today's Date: | Event Information | Additional Information for Caterer |
|---|---|---|
| Contact Person: | | |
| Email: | | |
| Phone: | | |
| Location/Room # | | |
| Purpose of Event: | | |
| | | |
| Date of Event: | | |
| Event Start Time: | | |
| Event End Time: | | |
| No. of Guests: | | |

| # Guests | Description of Items and/or Menu | Price |
|---|---|---|
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| | All paper goods are included with catering event | |
| | The catering department will pick up all service ware after catering event. | |
| | Additional charges may be added to invoice if service ware is not returned. | |
| | **Note: To be filled out by caterer -Total $** | |

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